

APPENDIX E-136 V

DoD ACTIVITY ADDRESS DIRECTORY (DoDAAD) FILE
UPDATE TRANSACTION VIOLATIONS

1. INPUT DOCUMENT

Appendix B-136, DoD Activity Address Directory (DoDAAD) Entry Maintenance Document, DICs ZGE, ZGF, and ZGG. This transaction updates the DoDAAD File section of the SAMMS Combined Address File (SCAF).

2. INPUT TO PROCEDURE DECISION CHARTS

None.

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

This appendix is applicable to chapter 47 and provides instructions for research, correction, and reentry of DoDAAD File Update Transactions, which have rejected from computer processing. Reason for computer rejection by VRC, in alphabetical order, are listed below. Normally the Requisition Processing Branch DoDAAD Monitor, DSO, is responsible for processing all VRCs except ES and KZ. These will be processed by the Digital Branch, Communications Division, Directorate of Installation Services.

<u>REASON CODE</u>	<u>DEFINITION</u>
AC	RIC To Invalid or Blank.
BF	RIC of Regional Procurement Office Invalid; Code Not in Record; Does Not Match Record.
BG	Special Customer Code/Station Release Factor Invalid.
BH	Type of DoDAAD File Code Invalid or Blank; Does Not Match Record.
BI	Financial Billing Card Code Invalid or Blank.
BM	Catalog Activity Code Invalid; Not in Record; Does Not Match Record.
BP	Packaging Control Code Invalid.
BV	Duplicate Transaction.
CD	GSA Regional Code Invalid.
CE	Location Status Code Invalid or Blank.

<u>REASON CODE</u>	<u>DEFINITION</u>
EE	DoDAAD, Valid Ship-To Indicator Code Invalid or Blank.
EJ	No Matching RIC of DoDAAD Recorded.
EL	Communications Distribution Code Invalid; Does Not Match Record; Duplicate.
ES	CRIN Invalid - Code Not in Record.
FM	Third Party Billing Invalid; Not in Record; Duplicate.
GA	DoDAAD Code Invalid or Blank; Code Not in Record; Possible MAP Duplicate.
I4	ORC Missing.
JF	GAC or CZC/GAC Control Code Invalid or Missing.
KZ	Effective Date Invalid or Blank.
MU	RIC of DoDAAD Address Invalid; Duplicate.
OL	Customer Zone Code Invalid or Blank.
PU	Input Does Not Match Record.
UA	Storage Location Code Invalid or Missing.
VB	Management Data Required (Cannot Delete a Mandatory Item by Itself) or Does Not Match Record.
WQ	Proposed Action Already in File.
18	Key Element Code and DoDAAD Code Not Compatible (applicable to DICs ZGE and ZGF only).

4. PROCESSING/RESEARCH INSTRUCTIONS

a. VRC AC.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC AC indicates that the RIC To in pos. 4-6 was other than alpha/numeric, blank, or other than S9C, S9E, S9G, S9I, S9M, S9S, or S9T.

(2) PROCESSING/RESEARCH REQUIRED

This should be the RIC of the DSC processing the transaction; therefore, annotate the reentry document with the correct RIC and reentry code.

b. VRC BF.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC BF indicates that the RIC of the Regional Procurement Office in pos. 41-43 is other than alpha/numeric in a ZGE, ZGF, or ZGG transaction, or does not match the RIC of the Regional Procurement Office in the DoDAAD Record (ZGG transaction) or finds no RIC of the Regional Procurement Office in the DoDAAD Record (ZGG transaction).

(2) PROCESSING/RESEARCH REQUIRED

(a) If the RIC of the Regional Procurement Office is other than alpha/numeric, determine the correct codes by referring to source documents and enter the correct code on the reentry document.

(b) If the RIC of the Regional Procurement Office appears to be correct, then it must not match the code in the DoDAAD Record, or there is no code in the record.

1. One of the following situations may exist:

a. The DIC should have been ZGF in lieu of ZGG.

b. Clerical or data entry error in the RIC of the Regional Procurement Office field; i.e., transposition and wrong characters.

c. Clerical or data entry error in the DoDAAD Code Field; i.e., transposition and wrong character.

d. Erroneous RIC of Regional Procurement Office in the DoDAAD File.

e. A previous deletion was already processed or the code was never in the file.

2. Therefore, one of the following actions will be taken:

a. Determine by reference to source documents, if the DIC is correct; i.e., should have been ZGF (to add the code) in lieu of ZGG (to delete the code). If the DIC is incorrect, enter the correct DIC on the reentry document.

b. Determine the correct code by reference to source documentation or available printouts of appendices F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference History; otherwise, request a printout of the specific DoDAAD Code, specific RIC of the Regional Procurement Office in accordance with appendix E-135 P. As appropriate, correct the RIC of the Regional Procurement Office or DoDAAD Code on the reentry document.

c. If the transaction was actually intended to delete the code which is not in the DoDAAD Record, annotate the appropriate delete code on the reentry document in order to delete the transaction from the VCF.

c. VRC 4BG.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Special Customer Code in pos. 29 is other than those provided in appendix A-149 and/or the Station Release Factor in pos. 44-45 is blank.

(2) PROCESSING/RESEARCH REQUIRED

Ascertain the correct Special Customer Code from appendix A-149, and/or the correct Station Release Factor from appendix A-134 and annotate the reentry document accordingly.

d. VRC BH.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Type of File Code in pos. 7:

(a) Is blank on a ZGE transaction.

(b) Is other than D, I, L, P, M, or S.

(c) Does not match the Type of File Code in the DoDAAD File.

(d) Is I, L, or P and Service Assignment Code, pos. 8 equals B, D, K, P, or T.

(e) Is M and Service Assignment Code, pos. 8 equals other than B, D, K, P, or T.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the Type of File Code is blank in pos. 7, determine from source documents if the correct DIC was used. Possibly should have been a ZGG (delete) transaction.

1. If the DIC ZGE was erroneous, enter the proper DIC on the reentry document.

2. If the DIC ZGE was correct, ascertain the correct code from source documents and appendix A-153, Type of File Codes, then enter the code in pos. 7 of the reentry document.

(b) If an erroneous code was used, ascertain the correct code from source documents or appendix F-225 or F-226 if available; otherwise, process a DoDAAD inquiry for the specific DoDAAD Code IAW appendix E-135 P.

(c) If pos. 7 is I, L, or P and pos. 8 equals B, D, K, P, or T, this indicates either that:

1. Attempt was erroneously made to enter management data on a locally established MAP Key Element 7 Record, or

2. Data in pos. 7 or 8-13 was input incorrectly.

(d) Review source documents to determine if data in pos. 7 or 8-13 was inadvertently input in error.

1. If so, enter correct data on the reentry document as applicable.

2. If not, delete the violation from the VCF. (Management data cannot be posted to a MAP Key Element 7 Record.)

(e) If pos. 7 is M and pos. 8 is other than B, D, K, P, or T, review source documents to ascertain the error, correct and reenter accordingly (TFC M is valid for MAP transactions only).

e. VRC BI.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Billing Card Code, pos. 15 is:

(a) Blank and this is a mandatory element on a ZGE transaction (initial establishment of the Management Information portion of the DoDAAD File).

(b) Other than Y or N on a ZGE or ZGF transaction.

(2) PROCESSING/RESEARCH REQUIRED

(a) If pos. 15 is blank, determine from source documents if the correct DIC was used. Possibly should have been ZGF (subsequent add or change) or ZGG (delete) transaction:

1. If the DIC ZGE was erroneous, enter the proper DIC in the reentry document.

2. If the DIC ZGE was correct, ascertain whether the code should be Y or N from source documents, then enter the code in pos. 15 of the reentry document.

(b) If an erroneous code was entered, determine the correct code from source documents, then enter the correct code on the reentry document.

f. VRC BM.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC BM indicates that the Catalog Activity Code in pos. 37-38 of a ZGE, ZGF, or ZGG transaction is other than alpha/numeric, or of a ZGG transaction does not match a corresponding code in the DoDAAD Record or of a ZGE or ZGF transaction finds a corresponding code in the DoDAAD Record.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the Catalog Activity Code is other than alpha/numeric, determine the correct code by referring to source documents and then enter the correct code on the reentry document.

(b) If the violation pertains to a ZGG transaction, then there was no matching record in the Key Element 7 (DoDAAD Code) Record or Key Element 5 (Catalog Activity Code) Record.

1. This may be the result of one of the following situations:

- a. The DIC should have been ZGE or ZGF in lieu of ZGG.
- b. Clerical or data entry error in the Catalog Activity Code field, pos. 37-38; i.e., transposition and wrong character.
- c. Code in the record is erroneous.
- d. Code field in the DoDAAD Record is blank.

2. One or more of the following actions, therefore, will be taken:

a. Review source documents or available printouts of appendices F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing; or if necessary request a printout of the specific DoDAAD Code, specific Catalog Activity Code or Cross-Reference Table in accordance with appendix E-135 P in order to research the problem.

b. Determine if the DIC is correct, i.e., should have been ZGE (initial add) or ZGF (subsequent add or change) in lieu of ZGG (delete). If the DIC is incorrect, enter the correct DIC on the reentry document.

c. Determine the correct code and, as appropriate, correct the erroneous code on the reentry document.

d. If the review reveals that the code in the record is incorrect, and it is desired to delete it, correct the code on the reentry document to agree with the record. If it is determined that the code should be changed in the record, correct the DIC to ZGF and the Catalog Activity Code to the proper code on the reentry document.

e. If review reveals that the pertinent code field is blank in the record, it is possible that it never was in the record or a previous delete action was processed. Under these circumstances, enter the appropriate delete code on the reentry document in order to delete the transaction from the Violation Control File.

(c) If the violation pertains to a ZGE or ZGF transaction, then there is a possibility that the transaction is a duplicate since it matches the Catalog Activity Code in the DoDAAD Record. If this is the case:

1. Review source documents or available printouts of appendix F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing; or if necessary, process a DoDAAD inquiry for the specific DoDAAD Code, specific Catalog Activity Code, or Cross-Reference Table in accordance with appendix E-135 P in order to research the problem.

2. Determine if the DIC is correct; i.e., should have been ZGG (delete) in lieu of ZGE (initial add) or ZGF (subsequent add or change). If the DIC is erroneous, enter the correct DIC, ZGG, on the reentry document.

3. If review reveals that it is a true duplicate, then place the appropriate delete code on the reentry document in order to remove the transaction from the Violation Control File.

g. VRC BP.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code BP indicates that the Package Control Code in pos. 30 has an unauthorized character in it (it only can be Y or blank).

(2) PROCESSING/RESEARCH REQUIRED

Ascertain whether pos. 30 should be blank or have a Y in it and correct the reentry document accordingly.

h. VRC BV.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code BV indicates that the input document (add action) contained blanks in all new data fields or are duplicates.

(2) PROCESSING/RESEARCH REQUIRED

Action to be taken if it is a controlled violation. Reenter with Reentry Code D and reprocess under DIC ZGF as an amendment to the DoDAAD.

i. VRC CD.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code CD indicates that the GSA Regional Code in pos. 39-41 is:

(a) Other than G in pos. 39.

(b) Other than alpha/numeric in pos. 40-41.

(2) PROCESSING/RESEARCH REQUIRED

If pos. 39 is other than G or pos. 40-41 is other than alpha/numeric, ascertain the correct code from source documents and enter on the reentry document.

j. VRC CE.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code CE indicates that a ZGE transaction (initial establishment of the Management Information portion of the DoDAAD File) did not have a Location Status Code, which is a mandatory element, in pos. 17 or the Location Status Code, pos. 17 was other than A, B, D, P, S, T, V, or 0, (appendix A-54) on a ZGE or ZGF transaction.

(2) PROCESSING/RESEARCH REQUIRED

(a) If pos. 17 is blank, determine from source documents if the correct DIC was used. Possibly should have been ZGF (add or change) or ZGG (delete) transaction.

1. If the DIC ZGE was erroneous, enter the proper DIC in the reentry document.

2. If the DIC ZGE was correct, ascertain the appropriate code from source documents and appendix A-54, then enter the code in pos. 17 of the reentry document.

(f) If an erroneous code was used, determine the correct code from source documents and appendix A-54, then enter the correct code on the reentry document.

k. VRC EE.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC EE indicates that the Valid Ship To Indicator in pos. 16 is either;

(a) Blank on a ZGE (Initial establishment of the Management Information Portion of the DoDAAD File) transaction. This is a mandatory element on a ZGE transaction, or

(b) Other than Y or N on a ZGE or ZGF transaction.

(2) PROCESSING/RESEARCH REQUIRED

If pos. 16 is blank, determine from source documents if the correct DIC was used. Possibly should have been a ZGF (subsequent add or change) or ZGG (delete) transaction.

(a) If the DIC was erroneous, enter the proper DIC in the reentry document.

(b) If the DIC ZGE was correct, ascertain whether the entry should be Y or N, then enter the code in pos.*16 of the reentry document.

l. VRC EJ.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC EJ indicates that the RIC of DoDAAD in pos. 34-36 of a ZGG transaction does not find a matching RIC in the DoDAAD File, a check having been made in both the Key Element 7 Record (DoDAAD Codes) and the Key Element 1 Record (RICs).

(2) PROCESSING/RESEARCH REQUIRED

(a) This may be the result of one of the following situations:

1. The DIC should have been ZGE or ZGF in lieu of ZGG.
2. Clerical or data entry error in the RIC of the DoDAAD field, pos. 34-36; i.e., transposition and wrong character.
3. Code in the record is erroneous.
4. Code field in the DoDAAD Record is blank.

(b) One or more of the following actions, therefore will be taken:

1. Review source documents or available printouts of appendices F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing; or if necessary request a printout of the specific DoDAAD Code, specific RIC or Cross-Reference Table in accordance with appendix E-135 P in order to research the problem.
2. Determine if the DIC is correct; i.e., should have been ZGE (initial add) or ZGF (subsequent add or change) in lieu of ZGG (delete). If the DIC is incorrect, enter the correct DIC on the reentry document.
3. Determine the correct code and as appropriate correct the erroneous code on the reentry document.
4. If the review reveals that the code in the record is incorrect and it is desired to delete it, correct the code on the reentry document to agree with the record. If it is determined that the code should be changed in the record, correct the DIC to ZGF and the RIC to the proper code on the reentry document.
5. If review reveals that the pertinent code field is blank in the record, it is possible that it never was in the record or a previous delete action was processed. Under these circumstances, enter the appropriate delete code on the reentry document in order to delete the transaction from the VCF.

m. VRC EL.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC EL indicates that the Communications Distribution Code in pos. 31 of:

- (a) ZGE, ZGF, or ZGG transaction is other than alpha/numeric.
- (b) ZGG transaction does not match a corresponding code in the DoDAAD Record.
- (c) ZGE or ZGF transaction finds a corresponding code in the DoDAAD Record.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the Communications Distribution Code is other than alpha/numeric, determine the correct code by referring to source documents and then enter the correct code on the reentry document.

(b) If the violation pertains to a ZGG transaction, then there was no matching record in the Key Element 7 (DoDAAD Code) Record or Key Element 2 (Communications Distribution) Record.

1. This may be the result of one of the following situations:

a. The DIC should have been ZGE or ZGF in lieu of ZGG.

b. Clerical or data entry error in the Communications Distribution Code field pos. 31; i.e., transposition and wrong character.

c. Code in the record is erroneous.

d. Code field in the DoDAAD Record is blank.

2. One or more of the following actions, therefore will be taken:

a. Review source documents or available printouts of appendix F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing; or if necessary request a printout of the specific DoDAAD Code, specific Communications Distribution Code or Cross-Reference Table in accordance with appendix E-135 P in order to research the problem.

b. Determine if the DIC is correct, i.e., should have been ZGE (initial add) or ZGF (subsequent add or change) in lieu of ZGG (delete). If the DIC is incorrect, enter the correct DIC on the reentry document.

c. Determine the correct code and as appropriate correct the erroneous code on the reentry document.

d. If the review reveals that the code in the record is incorrect and it is desired to delete it, correct the code on the reentry document to agree with the record. If it is determined that the code should be changed in the record, correct the DIC to ZGF and the Communications Distribution Code to the proper code on the reentry document.

e. If review reveals that the pertinent code field is blank in the record, it is possible that it never was in the record or a previous delete action was processed. Under these circumstances enter the appropriate delete code on the reentry document in order to delete the transaction from the VCF.

(c) If the violation pertains to a ZGE or ZGF transaction then there is a possibility that the transaction is a duplicate since it matches the Communications Distribution Code in the DoDAAD Record. If this is the case:

1. Review source documents or available printouts of appendix F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing; or if necessary request a printout of the specific DoDAAD Code, specific Communications Distribution Code or Cross-Reference Table in accordance with appendix E-135 P in order to research the problem.

2. Determine if the DIC is correct; i.e., should have been ZGG (delete) in lieu of ZGE (initial add) or ZGF (subsequent add or change). If the DIC is erroneous, enter the correct DIC, ZGG, on the reentry document.

3. If review reveals that it is a true duplicate, then place the appropriate delete code on the reentry document in order to remove the transaction from the VCF.

n. VRC ES.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC ES indicates that the Communications Routing Indicator Code (COMM RI) for Billing or MAP in pos. 55-61 or for administrative Teletypes in pos. 66-72 is other than all alpha.

(2) PROCESSING/RESEARCH REQUIRED

Forward the violation output to the Digital Communications Branch or Telecommunications Division for processing as follows:

Ascertain from source documents the correct code and annotate on the reentry document.

o. VRC FM.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC FM indicates that the Third Party Billing Code in pos. 32-33;

(a) Of a ZGE, ZGF, or ZGG transaction is other than alpha/numeric.

(b) Of a ZGG transaction does not match the Third Party Billing Code in the TPBC Display Control Record.

(c) Of a ZGE or ZGF transaction matches the Third Party Billing Code in the TPBC Display Control Record which is a duplicate situation.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the Third Party Billing Code is other than alpha/numeric, determine the correct code by referring to source documents and then enter the correct code on the reentry document.

(b) If the violation pertains to a ZGG transaction, then there was no matching record in the Key Element T (TPBC Display Control Code) Record, Key Element 3 (Third Party Billing Codes) Record or the TPBC indicator in Key Element 7 (DoDAAD Code) was blank.

1. This may be the result of one of the following situations:
 - a. The DIC should have been ZGE or ZGF in lieu of ZGG.
 - b. Clerical or data entry error in the Third Party Billing Code field, pos. 32-33; i.e., transposition and wrong characters.
 - c. Code in the record is erroneous.
 - d. Code field in the DoDAAD Record is blank.
 - e. Code field in the TPBC Display Control Record does not match.
 2. One or more of the following actions, therefore, will be taken:
 - a. Review source documents or available printouts of appendix F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing, or if necessary request a printout of the specific DoDAAD Code, specific Third Party Billing Code or Cross-Reference Table in accordance with appendix E-135 P in order to research the problem.
 - b. Determine if the DIC is correct; i.e., should have been ZGE (initial add) or ZGF (subsequent add or change) in lieu of ZGG (delete). If the DIC is incorrect, enter the correct DIC on the reentry document.
 - c. Determine the correct code and as appropriate, correct the erroneous code on the reentry document.
 - d. If the review reveals that the code in the record is incorrect, and it is desired to delete it, correct the code on the reentry document to agree with the record. If it is determined that the code should be changed in the record, correct the DIC to ZGF and the Third Party Billing Code to the proper code on the reentry document.
 - e. If review reveals that the pertinent code field is blank in the record, it is possible that it never was in the record or a previous delete action was processed. Under these circumstances, enter the appropriate delete code on the reentry document in order to delete the transaction from the VCF.
- (c) If the violation pertains to a ZGE or ZGF transaction, then there is a possibility that the transaction is a duplicate since it matches the Third Party Billing Code in the DoDAAD Record. If this is the case:
1. Review source documents or available printouts of appendix F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing; or if necessary, request a printout of the specific DoDAAD Code, specific Third Party Billing Code, or Cross-Reference Table in accordance with appendix E-135 P in order to research the problem.

2. Determine if the DIC is correct; i.e., should have been ZGG (delete) in lieu of ZGE (initial add) or ZGF (subsequent add or change). If the DIC is erroneous, enter the correct DIC ZGG, in the reentry document.

3. If review reveals that it is a true duplicate, then place the appropriate delete code on the reentry document in order to remove the transaction from the VCF.

p. VRC GA.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC GA indicates the following:

(a) DoDAAD Code in pos. 8-13 was other than alpha/numeric or blank.

(b) DoDAAD Code is not recorded in the DoDAAD File.

(c) Possible duplicate MAP transaction (ZGE or ZGF transaction).

(d) Delete transaction for MAP address, (DIC ZGG) does not contain D in pos. 7.

(2) PROCESSING/RESEARCH REQUIRED

(a) Determine if the DoDAAD Code on the violation document is either blank or other than alpha/numeric. If so by reference to the documentation which originated the transaction, ascertain the correct DoDAAD Code and correct the entry accordingly.

(b) If the DoDAAD Code appears to be correct, (code is alpha/numeric) then the DoDAAD Codes in the input may not be in the record.

1. There is a possibility that the DoDAAD digits have been transposed, or erroneously copied from source documents; therefore, verify code on the violation output with source documents, DoD Activity Address Directory, DoD 4000.25-D, and/or available printout of appendix F-225, Combined DoDAAD File Printout. If the cause is transposition, data entry, or copying error, correct the entry accordingly.

2. If the DoDAAD Code on the violation document is compatible with the source document, there is a possibility that the Master DoDAAD Record had never been established with a TA1 transaction, either because it had violated or was never received. On the other hand, it may have been deleted by a TA4 transaction. This can be determined by reference to appendix F-103, DoDAAD In-the-Clear Exception Listing, or available appendix F-225, Combined DoDAAD File Printout or F-226, DoDAAD Management Data Printout. When it is ascertained that one of the above applies, action will be taken as follows:

a. If the violation is an Add (ZGE) transaction (for other than MAP, TFC M) and it is determined that the ZGE transaction is legitimate, ensure that a TA1 transaction is processed in accordance with appendix E-133 V (for a TA1 which may have violated) or E-133 P

(for an Interim or Local Address). Do NOT reprocess the ZGE since the TA1 transaction will result in a prepunched ZGE transaction being mechanically produced. However, keep a copy of the management data entries, and take action to delete the violation from the VCF by placing the appropriate delete code in the reentry document.

b. If the violation is a ZGF transaction (a subsequent Add or Change action) determine by reference to source documents if the data in the ZGF transaction is legitimate and necessary. If so, it is apparent that the DoDAAD record must have been deleted in error. If this is true, ensure that a TA1 transaction is processed in accordance with appendix E-133 P. Do NOT reprocess the ZGF, since the TA1 transaction will result in a prepunched ZGE transaction being mechanically produced. However, keep a copy of the management data entries and take action to delete the violation from the VCF by placing the appropriate delete code in the reentry document.

c. If the violation is a Delete (ZGG) transaction, take action to delete the violation from the VCF by placing the appropriate delete code in the reentry document.

d. If the violation is a Delete (ZGG) transaction for MAP only, enter D in pos. 7 of reentry document.

(c) If the AAC on the violation document is a MAP Code and the code appears to be correct (code is alpha/numeric) and the transaction is ZGE or ZGF, there is the possibility that the transaction is a duplicate of a MAP Code already in the Key Element 8 Record (MAP Activity Codes).

1. If it is a ZGE transaction, determine from source documents if it was intended to be a ZGF (subsequent Add or Change) or ZGG (Delete) transaction in lieu of the ZGE transaction.

2. If it should have been ZGF or ZGG, enter the correct DIC on the reentry document.

3. If it truly is a ZGE transaction, determine from source documents if the data in pos. 8-13 is valid.

a. If data is valid, then it must be a duplicate; therefore, place the appropriate delete code in the reentry document to clear the VCF.

b. If source documents indicate data in pos. 8-13 are invalid, correct the entry accordingly as noted in subparagraph p(2) (b)1 above.

q. VRC I4.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC I4 indicates that the ORC in pos. 77-78 is blank.

(2) PROCESSING/RESEARCH REQUIRED

Annotate the appropriate ORC in the reentry document.

r. VRC JF.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC JF indicates that:

(a) Position 18 of a ZGE/ZGF transaction contains a valid CZC/GAC Control Code and Geographic Area Code(s) (pos. 19-20 and/or 24-25) is/are invalid or blank, or

(b) The CZC/GAC Control Code, pos. 18 of a ZGE/ZGF transaction, is invalid or blank and pos. 19-20 and 24-25 contain Geographic Area Codes, or

(c) On a ZGE transaction if pos. 18, 19-20, and 24-25 are blank, mechanical assignment of GACs could not be accomplished due to a blank/invalid ZIP Code in the DoDAAD Record.

(2) PROCESSING/RESEARCH REQUIRED

(a) If either the GAC(s) or the Geographic Area Control Code is blank, determine if the intent is to override mechanical assignment of GACs. If so, enter applicable codes in pos. 18 (alpha O), 19-20, and 24-25 of the ZGE/ZGF transaction; otherwise, ensure that all of these fields are blank prior to reentry.

(b) If it is determined that GAC(s) is/are invalid, determine valid code(s) from source documents and appendix A-120 and annotate applicable codes on the reentry document.

(c) If the violation is a ZGE transaction and pos. 18, 19-20, and 24-25 are blank, contact DAASO to ascertain a valid ZIP Code for the AAC, request that DAASO process a DIC TA3 revision and input data to override mechanical assignment of CZC/GACs IAW appendices E-136 P and A-120.

s. VRC KZ.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC KZ indicates the Effective Date for COMM RI Billing or MAP in pos. 62-65 or for Administrative Teletypewriter messages in pos. 66-72.

(a) Is other than numeric.

(b) Has a figure greater than 366 or has all zeros.

(c) Is greater than the processing date.

(d) Is less than the effective date in the record.

(e) Is blank with a COMM RI in pos. 55-61 and/or 66-72.

(2) PROCESSING/RESEARCH REQUIRED

Forward the violation output to the Digital Communications Branch or Telecommunications Division for processing as follows:

(a) If, from a review of the violation document, it is determined that the date is invalid or blank as indicated in subparagraph (1)(a), (b), or (e) above, ascertain the correct date from source documents. Enter the proper date on the reentry document.

(b) If the date is greater than the processing date, verify that it is correct by reviewing source documents. If it is correct, this means that the effective date has not been reached. In this situation, enter the appropriate Reentry Code on the reentry document and hold until the effective date for reprocessing.

(c) If none of the other situations apply, the date apparently is less than the record date. Therefore, review source documents or available printouts of appendix F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing. If necessary, request a printout of the specific DoDAAD Code in accordance with appendix E-135 P in order to conduct a review. If it is determined that the input date is correct, then a superseding transaction must have processed and the transaction is no longer necessary. Therefore, annotate the appropriate delete code on the reentry document in order to remove the transaction from the VCF.

t. VRC MU.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC MU indicates that the RIC of the DoDAAD in pos. 34-36:

(a) Is not alpha/numeric on a DIC ZGE, ZGF or a DIC ZGG transaction, or

(b) Matches a RIC in the DoDAAD Record (DIC ZGE or ZGF transaction).

(2) PROCESSING/RESEARCH REQUIRED

(a) Determine from the violation document if the RIC in pos. 34-36 is other than alpha/numeric. If so, by reference to the documentation which originated the transaction, ascertain the correct RIC and enter the correct RIC on the reentry document or

(b) If the RIC is correct, then there is a possibility that the DIC is incorrect; therefore, from source documents, ascertain if the transaction was truly intended to be a DIC ZGE (Add) or ZGF (Add or Change) transaction. If not, correct the DIC to ZGG on the reentry document.

(c) If neither of the above two situations prevail, then the transaction must be a duplicate. This can be verified by reference to available printouts of appendix F-225, Combined DoDAAD File or F-226, DoDAAD Management Data or Cross-Reference Listing; otherwise, request a printout of the specific DoDAAD Code, specific RIC or Cross-Reference Listing, in accordance with appendix E-135 P so that review can be accomplished. If it truly is a duplicate, enter the appropriate delete code on the reentry document to remove the transaction from the VCF.

u. VRC OL.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that a DIC ZGE or ZGF transaction contains other than 1, 2, 3, 4, or blank in the Customer Zone Code, pos. 14, or contains blank in pos. 14 and the CZC/GAC Control Code, pos. 18, contains alpha O.

(2) PROCESSING/RESEARCH REQUIRED

(a) If pos. 18 contains alpha O, determine if intent was to override mechanical assignment of CZC/GACs. If so, enter applicable CZC in pos. 14 and assure that Hi and Lo GACs are entered in pos. 19-20 and 24-25. Otherwise, remove alpha O from pos. 18 of the reentry document.

(b) If pos. 14 is blank, determine from source documents if the correct DIC was used. (Possibly should have been ZGF (Add or Change) or ZGG (Delete).)

1. If not, enter the correct DIC in the reentry document.

2. If the DIC ZGE is correct, ascertain the appropriate code from source documents and appendix A-128, then enter the code in pos. 14 of the reentry document.

(c) If an erroneous code was used, determine the correct code from source documents and appendix A-128, then enter the correct code on the reentry document.

v. VRC PU.

(1) REASON FOR VIOLATION/ERROR CONDITIONS

VRC PU indicates that the Special Customer Code of the input (pos. 29) which was to be deleted from the DoDAAD Key Element 7/8 Record failed to match a previously established Special Customer Code in the DoDAAD.

(2) PROCESSING/RESEARCH REQUIRED

Review violation output against source document to determine if the invalid data was the result of a Data Entry or coding error. If the violation was not the result of a coding error, process a DoDAAD inquiry for the specific DoDAAD Code IAW appendix E-135 P to determine corrective action to be taken.

w. VRC UA.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC UA indicates that the Storage Location RIC (pos. 47-49) is invalid or missing.

(2) PROCESSING/RESEARCH REQUIRED

This field represents the RIC to which material will be returned utilizing the Defense Distribution System. Enter the DDS participating RIC and resubmit.

x. VRC VB.

(1) REASON FOR VIOLATION/ERROR CONDITION

(a) VRC VB indicates that a delete transaction (DIC ZGG) had a mandatory element in it. Since mandatory elements are required in the DoDAAD File, they cannot be individually deleted with a ZGG transaction.

(b) VRC VB may also indicate that a delete transaction (DIC ZGG) contains a data element to be deleted which does not match the data recorded in the basic or Supplementary Key Element 7 or 8 Record. Check pos. 33-35, 31, 32-33, 37-38, 42-44, 29, 7, 30, 39-41, 55-61, and/or 66-72 to determine erroneous data entry.

(2) PROCESSING/RESEARCH REQUIRED

(a) Review following elements in designated position of the violation output document since the presence of one of these elements in a ZGG transaction would cause transaction to violate:

<u>FIELD POSITION</u>	<u>EXPLANATION</u>	<u>REFERENCE</u>
14	Customer Zone Code	A-128
15	Billing Card Code	B-136
16	Valid Ship To Indicator	B-136
17	Location Status Code	A-54
19-20	Hi Pri Area Code (GAC)	A-120
24-25	Low Pri Area Code (GAC)	A-120

(b) Determine from source documents if it was intended to change the code in lieu of deleting it, in which event the DIC should be corrected to ZGF.

(c) Determine if the transaction was intended to be the initial Add entry, in which event the DIC should be changed to ZGE. (All mandatory elements must be in such a transaction except Area Codes and Customer Zone Code.)

(d) Determine if other data was erroneously entered into the field position(s) in question through a clerical or data entry error; e.g., intended to delete a Special Customer Code, pos. 29, but data was entered into pos. 28. If so, correct the entry accordingly.

(e) Determine if the mandatory element was inadvertently entered into the transaction. If so, cross out the entry on the violation document.

(f) In addition to one of the above actions insert the appropriate reentry code in the reentry document.

y. VRC WQ.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC WQ indicates that the transaction was processed to add a new Special Customer Code to the DoDAAD Key Element 7/8 Record; however, either the Special Customer Code, pos. 29 of the input matched a previously established Special Customer Code or the input transaction was processed attempting to establish an eleventh Special Customer Code.

(2) PROCESSING/RESEARCH REQUIRED

Review violation output against the source document to determine if the invalid data was the result of a data entry/coding error. If the violation was not the result of a coding error, obtain an appendix F-225, Combined DoDAAD Listing, to determine corrective action to be taken.

z. VRC 18.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC 18 indicates that one of the following input codes in a transaction did not find any corresponding code in the Key Element 7 (DoDAAD Codes) Record but did find a match in the pertinent Cross-Reference Record.

- (a) RIC of AAC, pos. 34-36.
- (b) Third Party Billing Code, pos. 32-33.
- (c) Communications Distribution Code, pos. 31.
- (d) Catalog Activity Code, pos. 37-38.

This means that the pertinent code and DoDAAD Code in the DIC ZGE or ZGF transaction are not compatible.

(2) PROCESSING/RESEARCH REQUIRED

- (a) This may be the result of one of the following situations:

- 1. A misapplication of the DoDAAD Code either in the transaction which violated or on a previous transaction.
 - 2. Clerical or data entry error in the DoDAAD Code field, pos. 8-13, of the transaction which violated.

- (b) One or more of the following actions, therefore, will be taken:

- 1. Review source documents or available printout of appendix F-225, Combined DoDAAD File, or F-226, DoDAAD Management Data or Cross-Reference Listing; or if necessary, request a printout of the specific DoDAAD Code, specific applicable code, or Cross-Reference Table in accordance with appendix E-135 P in order to research the problem.

2. Ascertain which DoDAAD Code is correct for the pertinent code and take corrective action as appropriate.

a. If it is determined that the record is correct, enter the DoDAAD Code which corresponds to the record on the reentry document.

b. If it is determined that the record is incorrect, i.e., the Record DoDAAD has the wrong RIC applied to it, it will be necessary to delete the RIC from the record. This also can be accomplished by entering the DoDAAD Code in the record on the reentry document.

5. REENTRY INSTRUCTIONS

a. Review remaining data elements contained in violation output document to detect any other invalid data, and correct as necessary.

b. Reentry method for violations is contingent upon type of violation output document which is a local option and recorded in the ORC Table (appendix F-20). Reentry instructions may be found in DLAH 4745.2, Volume I, Part 1, Chapter 3, Verb SVRR.

6. FLOWCHART

Flowchart not required.